

FUNCTIONAL PROTOCOL

DEPARTMENT OF INTELLECTUAL AND DEVELOPMENTAL DISABILITIES
Therapeutic Services

STAFF INSTRUCTIONS FOR:

Name of Person Supported: _____ Agency: _____

Home Address : _____

- **Required Equipment:**
- **Any precautions relevant to implementing the instructions:**
- **Steps for implementation:**

Therapists, not therapy assistants, are responsible for developing staff instructions. Therapy assistants may contribute information to the development of staff instructions and may make appropriate revisions in consultation with the supervising therapist.

Initial staff instructions for health and safety issues (e.g. mealtime, mobility, transfers, bathing, oral hygiene, etc.) must be in place within thirty (30) days of the start of services.

Examples of staff instructions may include:

*Occupational Therapy—Oral motor/Mealtime, Sensory Processing, Oral hygiene, Bathing
Physical Therapy—Positioning, Transfers, Seating, Mobility
Speech Language Pathology—Oral motor/Mealtime, Communication
Orientation and Mobility- Sighted guide, Trailing assistance, Steps, Doorways, Hand/Arm position*

Components of staff instructions may include pictures which can be useful for cuing staff.

Service Provider's Signature/Credentials: _____
Printed Name Date Created

Signature

Therapy Agency: _____ Contact number: _____

Review Date (at least annually while services provided): _____

Revision Date (as applicable): _____